

# *ETID*

## *ELECTRONIC TURN IN DOCUMENT*

ETID - HAZARDOUS ACCESS

JUNE 2009

***SIMPLIFYING THE TURN IN PROCESS***

# ETID – NEW ‘HAZ’ USER INSTRUCTIONS

- Read the instructions in this document as supplemental information to the “ETID – Access” instructions on this web page
- Existing ETID users should update user profile with this information and “save”
- “Hazardous Default Profile” Help Page provides detailed information

# ETID – NEW ‘HAZ’ GENERATOR USER

- RECOMMEND GENERATOR USERS:
  - BE FAMILIAR WITH “USABLE” ETID
  - WORK WITH YOUR LOCAL DRMO
  - ENROLL IN DLA TRAINING CENTER COURSE DTC05CLS001, Hazardous Automated Turn-in, WHEN AVAILABLE
- REQUEST FOR ACCESS MUST INCLUDE “Certified for Hazardous Turn-in – Yes” at “Other Information”
- HAZARDOUS DEFAULT DATA PROFILE IS REQUIRED BEFORE ENTERING ANY HAZARDOUS RECORDS
  - OBTAIN REQUIRED FINANCIAL INFORMATION FROM YOUR RESOURCE ADVISOR OR FINANCE & ACCOUNTING OFFICE
  - COORDINATE WITH LOCAL DRMO FOR DRMO DODAAC AND OTHER GUIDANCE
- HELP SCREENS PROVIDE DETAILED GUIDANCE

# ETID 'HAZ' GENERATOR INFORMATION

- Only DRMO DODAACs authorized to receive hazardous turn-ins (see DRMO) can be used
- Hazardous Generator requires this additional information (Finance & Accounting):
  - Signal Code
  - Bill to DODAAC
  - Fund Code
- Points of Contact (POC) for Material/Waste

# ETID – ‘HAZ’ GENERATOR USER - REQUIRED INFORMATION

## Phone Numbers

\* Commercial Phone Number (including area code) :

Commercial Phone Extension :

DSN Phone Number :

## Other Information

\* Type of DoD Employment :

\* Certified for Hazardous Turn-in (Y/N):

“Certified for  
Hazardous Turn-  
in” requires a  
“yes”

## Your Supervisor's Information

\* Supervisor's Name :

\* Supervisor's Commercial Phone :

\* Supervisor's Email Address :

The system will check that mandatory fields have been entered before allowing you to go to the next page.

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# ETID - NEW USER - GENERATOR GENERATOR/DRMO DoDAAC

## NOTICE

To successfully establish Generator to DRMO relationships follow these steps:

1. Enter a generator and DRMO DoDAAC in the textfields below and select the 'Add' button.
2. The generator/DRMO pair will be added to the select box.
3. At least one generator/DRMO pair must be added to the select box before selecting the 'Next' button.
4. To remove an incorrect generator/DRMO pair in the select box, highlight the pair and select the 'Delete' button. **in the select box you will need to add the correct generator/DRMO DoDAAC pair before deleting**

You Can Enter  
Multiple  
Generator - DRMO  
DoDAAC  
Relationships

 [Help](#)

## DoDAAC Pair Entry

**\* Enter Generator DoDAAC:**

(this is a DoDAAC that you will turn-in property under)

**\* Enter Corresponding DRMO DoDAAC:**

(this is the DoDAAC that you will turn property into for the above Generator DoDAAC)

[\(click here to view list of DRMOs\)](#)

**ADD GENERATOR  
TURN-IN DoDAAC  
AND AFFILIATED  
DoDAAC**

## DoDAAC Pairs List

Generator DoDAAC and Affiliated DRMO DoDAAC:

Routes ETID To Appropriate  
DRMO Screen For Review



# ETID – NEW USER – GENERATOR

- IF APPROVED, THE GENERATOR WILL RECEIVE AN EMAIL CONTAINING THEIR OFFICIAL LOG-IN IDENTIFICATION NUMBER
- GENERATORS WILL USE THIS IDENTIFICATION NUMBER AND PASSWORD CREATED DURING THE ACCESS REQUEST PROCESS TO BEGIN USING ETID
- GENERATOR WILL COMPLETE THE SECURITY BLUE CARD AND RETURN TO DRMS SECURITY

# ETID – NEW USER CONTACT LISTINGS FOR ACCESS

For Program information/comments, please contact:

## ETID Access, Log-On Issues, Usable Property, or Hazardous Property

(via e-mail): [DRMS ETID](#)

For any ETID Issues phone: (commercial) 269-961-5912 or (DSN) 661-5912

For any ETID Issues excluding Hazardous:

(commercial) 269-961- 5459 or (DSN) 661-5459

(commercial) 269-961-7069 or (DSN) 661-7069

## For Password Re-Sets, please contact DRMS Security:

By commercial phone: 269-961-5135

By DSN: 661-5135

## For Application/Technical Support, please contact:

(via e-mail): [DRMS Help desk](#)

By phone: (commercial) 269-961-4999; (DSN) 661-4999